



Dear Applicant,

Please find information attached regarding sign permits for the City of Goose Creek. All sign applications must be reviewed and approved by the Architectural Review Board (ARB). Included in the attached information is a Sign Permit Application, pertinent City zoning ordinances, and a meeting schedule for the Architectural Review Board.

**All applications are required to be routed through the Business License/Permits Department, and permit and business license fees must be paid upon submittal of the application to the Business License/Permits Specialist.**

Once she receives the completed application and fees, the application will be routed to the Department of Planning and Zoning, and it will be placed on the next ARB agenda. Additional information regarding the ARB review is attached.

To apply in person, please visit the Business License/Permitting office in City Hall at the Municipal Complex, 519 North Goose Creek Boulevard. If you apply by fax, e-mail, or express mail, please contact Renee Phillips, Permitting and Licensing Specialist, to obtain the required fees as well as acceptable methods of payment.

The following information must be submitted with your permit application. Please be aware that submitting an incomplete application will result in a delay in your application being placed on the ARB agenda. In addition, you are required to attend the ARB meeting at which your application will be presented.

- Cost of sign and cost of installation
- Number of existing signs on property. If these are to remain, photographs and drawings with dimensions (drawn to scale) should be attached.
- Number of new signs for which you are applying
- Setback of the business – measurement from curb to nearest portion of the building front
- Business frontage/width of the business – measurement from corner to corner of the business structure
- Sign dimensions
- Materials to be used
- Photograph or rendering of the sign (drawn to scale) as it will appear on the building or freestanding sign
- Swatches, samples or paint chips of all proposed colors
- Photograph of storefront in relation to adjacent buildings
- Type of illumination of sign (if applicable)
- If a freestanding sign, the location of the sign on the site
- If a freestanding sign, specific landscaping materials to be planted at the base of the sign
- Approval letter from landlord (if applicable)

If you need further information, please do not hesitate to call Renee Wilcox, Permits Specialist, or Brenda Moneer, Planning and Zoning Specialist.

**Business License/Permits Specialist**

Renee Phillips  
(843) 797-6220 ext. 1100  
rphillips@cityofgoosecreek.com

**Planning and Zoning Specialist**

Brenda Moneer  
(843) 797-6220 ext. 1116  
BMoneer@cityofgoosecreek.com

Thank you.



**CITY OF GOOSE CREEK  
SIGN PERMIT APPLICATION**

PERMIT #: _____	<b>OFFICE USE ONLY</b>
AMOUNT DUE: \$ _____	DATE PAID: ___/___/___
LICENSE#: _____	DATE PAID: ___/___/___

Permit Fee: \$75.00

Today's Date: \_\_\_\_\_

1. **Business Owner** \_\_\_\_\_ **Business Phone** \_\_\_\_\_

**Name of Business** \_\_\_\_\_ **Alternate Phone** \_\_\_\_\_

**Street Address of Business** \_\_\_\_\_

**Landlord/Lessor** \_\_\_\_\_ **Landlord's Phone** \_\_\_\_\_

**Sign Company** \_\_\_\_\_ **Sign Co. Phone** \_\_\_\_\_

**Sign Co. Contact** \_\_\_\_\_ **Sign Co. Address** \_\_\_\_\_

2. **Cost of Sign(s)** \$ \_\_\_\_\_ **Sign Installation Cost** \$ \_\_\_\_\_ **Total Cost** \$ \_\_\_\_\_

3. **How many signs are you applying for?** \_\_\_\_\_ **How many signs does this business already have?** \_\_\_\_\_

4. **What kind of signs does this business already have?** \_\_\_\_\_  None

5. **What type of business is applying for this sign permit:**

A. A stand alone business?  Yes  No

B. A part of a shopping center?  Yes  No If yes, shopping center name: \_\_\_\_\_

6. **What is the TMS number for this property?** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

7. **What is the front setback of the business in feet?** \_\_\_\_\_ (The distance from the front property line to the front of business)

A. For corner lots only, what is the front setback for second street frontage in feet? \_\_\_\_\_

8. **What is the width of the business in feet?** \_\_\_\_\_ (The distance from wall to wall)

A. For corner lots only, what is the width of the business for second street frontage in feet? \_\_\_\_\_

9. **What is the property's road frontage in feet?** \_\_\_\_\_ (This only applies to shopping centers erecting a freestanding sign)

10. **Please attach photos showing:**

A. The storefront in relation to adjacent businesses;

B. The specific location of proposed sign(s) on the property or building; and

C. The actual sign if it already exists.

<b>OFFICE USE ONLY</b>
MAX. NO. OF ALLOWED SIGNS: _____
MAX ALLOWED SIGN AREA: _____

11. **Please attach drawings of each proposed sign showing (drawn to scale) :**

A. The completed sign as it will actually appear on the building

B. All dimensions;

C. Where the colors will appear;

D. The location on the property (on a plat) of proposed & existing freestanding signs

E. The location on the building of proposed & existing building signs

12. **Please attach swatches, samples, and/or paint chips of all proposed colors to the application.**

13. **Please complete the Sign Information Table located on the following page.**

14. **You are required to attend the Architectural Review Board meeting in which your sign application is reviewed.**

- Please submit this application by the 1<sup>st</sup> Monday of the month for consideration that month by the ARB.
- The ARB meets on the 3<sup>rd</sup> Monday of each month. (Please see attached ARB schedule for application deadlines and meetings.)

**NOTE:** Illuminated, exposed and non-exposed neon signs located on the interior of a business, which are visible from the exterior of the business, must be reviewed by the ARB. Such signs shall be included as part of a business's maximum allowable square footage of building signage, as authorized in Section 151.084 of the City Code. A "non-exposed neon sign" shall be interpreted as a neon sign that does not have externally visible neon tubing. Neon signs enclosed in plastic, glass and Plexiglas casings are considered "exposed neon signs." All electrical work must be in accordance with the City's Code of Ordinances and the National Electrical Code.

*Note: This application contains multiple pages*

### SIGN INFORMATION TABLE

Required Information	Sign 1	Sign 2	Sign 3
Materials: (metal, plastic, wood, etc.)			
Illumination: Exterior, interior or not lighted			
Type of Sign:			
Height (FEET)			
Width (feet)			
Area (square feet)			
All colors used on sign			
Is there a graphic (picture) on the sign? (Y/N) If yes, size of graphic			
Projection from building or cabinet width (thickness)			
Number of styles of lettering			
Height of letters (if channel letters)			
If mounting individual letters, space between letters			
If mounting individual letters, space between words			
If window sign, size of window			
If changeable copy sign (reader board), number of lines			
If freestanding sign, distance between sign and street curb (ft)			
If freestanding sign, total height above grade (ft)			
If freestanding sign, landscaping materials to be planted at base of sign			

Review the attached Zoning Ordinances pertaining to sign regulations (Section 151.084). Be advised to examine them thoroughly so as to avoid violations (Section 151.999):

By signing below, you certify the above information that you provided to be true and correct.

\_\_\_\_\_

**Signature of Applicant** **Date**

<u>OFFICE USE ONLY</u>
Remarks: _____
Approval: Zoning Administrator _____ Issued by: _____ Date: _____